



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams Street)
Ft Harrison, Montana 59636-4789

HRO

DATE 19 December 2006

HUMAN RESOURCES MANAGEMENT OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-326
CLOSING DATE 02 January 2007

BARGAINING UNIT POSITION: **Materials Examiner and Identifier, WG-6912-05/07**

SALARY RANGE: WG-05: \$15.36 - \$17.91 PH (per hour)
WG-07: \$17.98 - \$20.97 PH (per hour)

LOCATION: FMS #3, Helena, MT.

SELECTING OFFICIAL: SFC Robert Whorley

APPOINTMENT FACTORS

EXCEPTED ☒ OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

COMPATIBILITY: CMF/MOS: ENL: 77, 88, 92, 63

SUPERVISORY ☐ NON-SUPERVISORY ☒ PERMANENT ☒

AREA OF CONSIDERATION

AREA I APPLICANTS WILL BE CONSIDERED FIRST

- ☒ AREA I All excepted permanent technicians in the Montana ARMY National Guard.
- ☒ AREA II All members of the Montana ARMY National Guard or those eligible for membership.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Army National Guard. The selectee must possess or obtain and be assigned to an AFSC/MOS/SSI's indicated above. Applicants must possess or be able to obtain a SECRET clearance (unless otherwise specified in Enclosure 1 and 2). Failure to meet these requirements will result in loss of employment. Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

SUMMARY OF DUTIES: If applicants desire, a copy of the Position Description (PD) can be obtained from the HRO. A brief statement of duties from Position Description 70166000 follows: Inspects, receives, sorts, counts and classifies hazardous materials such as explosives, toxic chemicals, flammables, gas cylinders, radioactive material, and hazardous waste. May be required to perform pre-receipt examination of property on site at the generation point and assures that the turn-in and shipping is in order, that the containers meet standards, are placed and properly marked. Schedules receipt of property and assures that the property is identified to include identification of all contaminants. Prepares materials for shipment, storage, and disposition. Prepares tags, labels and places items in containers for disposition.

PRE-EMPLOYMENT PHYSICAL: Prior to full-time employment, selected individual must complete and pass a pre-placement physical examination.

PROMOTION POTENTIAL: If filled at the WG-05 level, promotion potential to the WG-07 upon completion of a desk audit.

PCS FUNDS NOT AUTHORIZED.

EVALUATIONS AND RANKING CANDIDATES: All applications must reflect your current and past employment data as well as all duty assignments, qualifications, education and training as **they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 and 2 of this announcement.** Complete and accurate data is essential to insure fair evaluation of candidates. Your application will be the basis for ranking these factors: (3 to 8 KSA FACTORS WILL BE USED). If more than five (5) qualified applicants apply, the evaluation procedures in Article Seven (7) of the negotiated contract applies to Area I applicants. The State Merit Promotion Plan (DMAMT (AR) Regulation 690-335) applies to AREA II applicants. **THIS IS A BARGAINING UNIT POSITION.**

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included. The HRO will use DMAMT Form 690-1-E to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612 or any other written format. All forms and instructions are available at the HRO in Helena or Great Falls, MT. Applications will be retained by the HRO, Helena, as they are used to support this announcement. Verbal applications will not be accepted or considered. **Applications postmarked after 2400 hours on the closing date will not be considered.** **APPLICATIONS FAXED (324-3135) OR E-MAILED (hrojva@mtgrea.ang.af.mil) TO THE HRO WILL NOW BE CONSIDERED. USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Applicants may request a personal or telephone interview, and should indicate this on their applications. Applicants will be notified as to date, time, and place of interview. Applications will be sent to: **THE ADJUTANT GENERAL, STATE OF MONTANA, ATTN: HRO-STAFFING, PO Box 4789, FT. Harrison, MT. 59636-4789.** Please call (406) 324-3122/3133/3138, DSN: 324-3122/3133/3138 for any additional information or clarification of application procedures. For application/forms and a list of open job vacancy announcements visit our webpage at:

WWW.DMA.MT.GOV/HRO/

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST, Lt Col, MT NG
Human Resource Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-326

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA'S), General, and Specialized Experience requirements.

KSA'S FOR MATERIALS EXAMINER AND IDENTIFIER, WG-6912-05, 70166

1. Ability to prepare and maintain supply records, reports, forms and documents (i.e. hand receipts, supply updates, supply catalogs, etc.).
2. Knowledge of handling or storing hazardous material or waste.
3. Skill in reading and interpreting technical publications, manuals, and regulations.
4. Skill in conducting inventories.
5. Ability in the use of hand tools.
6. Ability in the use of Unit Level Logistics System-Ground (ULLS-G) or Unit Level Logistics System-Supply (ULLS-S4).
7. Ability in the use of computers and their software programs.

SELECTIVE PLACEMENT FACTOR: May be required to lift and transport items that weigh up to 80 pounds.

GENERAL EXPERIENCE: General experience, education, or training which demonstrates the applicant's ability to compare item identification against receipt and issue documents.

SPECIALIZED EXPERIENCE: Must have 12 months of specialized experience involving receiving, storage and assembling for shipment or issue materials or equipment.

//Signed//

ROBERT WHORLEY
SFC, MT ARNG
FMS #3 Supervisor

Enclosure 1

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-326

BASIC ELIGIBILITY FACTORS: **Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA'S), General, and Specialized Experience requirements.**

KSA'S FOR MATERIALS EXAMINER AND IDENTIFIER, WG-6912-07, 70166000

1. Skill in preparing and maintaining supply records, reports, forms and documents (i.e. hand receipts, supply updates, supply catalogs, etc.).
2. Ability in reading and interpreting and applying written directives, safety notices, and regulations to include CFR 49 for the processing, shipment and handling of hazardous waste.
3. Skill in reading and interpreting technical publications, manuals, and regulations.
4. Skill in performing supply procedures, conducting inventories and accounting for equipment.
5. Ability in using and maintaining hand tools.
6. Skill in using and maintaining the Unit Level Logistics System-Ground (ULLS-G) or the Unit Level Logistics System-Supply (ULLS-S4).
7. Ability in the use of computer software programs.

SELECTIVE PLACEMENT FACTOR: May be required to lift and transport items that weigh up to 80 pounds.

GENERAL EXPERIENCE: General experience, education, or training which demonstrates the applicant has a thorough knowledge of procedures required for handling and processing of hazardous materials.

SPECIALIZED EXPERIENCE: Must have 18 months of specialized experience in performing supply or warehouse duties. This includes examining, assessing, classifying, and processing hazardous materials or waste products.

//Signed//

ROBERT WHORLEY
SFC, MT ARNG
FMS #3 Supervisor

Enclosure 2